



To the Honorable Council
City of Norfolk, Virginia

March 10, 2015

From: James Redick, Director of Emergency
Preparedness and Response

Subject: 2014 State Homeland
Security Program Grant

Reviewed: Wynter C. Benda
Wynter C. Benda, Deputy City Manager

Ward/Superward: Citywide

Approved: Marcus D. Jones
Marcus D. Jones, City Manager

Item Number:

R-1

I. **Recommendation:** Adopt Ordinance

II. **Applicant:** City of Norfolk

III. **Description**

This agenda item is an ordinance to accept funds from the Virginia Department of Emergency Management's 2014 State Homeland Security Program Grant in the amount of \$40,420.00. This Grant is to support Norfolk's Community Emergency Response Team (CERT) and provide training and equipment for the citizens of Norfolk.

IV. **Analysis**

The Office of Emergency Preparedness and Response applied for funding from the Virginia Department of Emergency Management through the 2014 State Homeland Security Program Grant, (CFDA # 97.067) from the U. S. Department of Homeland Security Federal Emergency Management Agency.

V. **Financial Impact**

The Grant will support the funding for instructors, equipment and supplies for new and past CERT members. We will also conduct exercises with our borders to refresh members then participate in a regional exercise with neighboring cities. Funds were also sought for the Norfolk Amateur Radio group in their support of emergency events in and around Norfolk.

VI. **Environmental**

N/A

VII. Community Outreach/Notification

N/A

VIII. Board/Commission Action

N/A

IX. Coordination/Outreach

This letter has been coordinated with the Office of Emergency Preparedness and Response.

Form and Correctness Approved: *RAP*By *May 19/15*
Office of the City Attorney

Contents Approved:

By *[Signature]*
DEPT. Office of Emergency Management

Pursuant to Section 72 of the City Charter, I hereby certify that the money required for this item is in the city treasury to the credit of the fund from which it is drawn and not appropriated for any other purpose.

\$ *40,420**[Signature]*
Director of Finance*2215-74-8836-8987*

Account

3/2/15

Date

NORFOLK, VIRGINIA

ORDINANCE No.

AN ORDINANCE ACCEPTING A 2014 STATE HOMELAND SECURITY PROGRAM GRANT AWARD OF \$40,420 FROM THE VIRGINIA DEPARTMENT OF EMERGENCY MANAGEMENT FOR THE COMMUNITY EMERGENCY RESPONSE TEAM.

- - -

BE IT ORDAINED by the Council of the City of Norfolk:

Section 1:- That a \$40,420 grant award from the Virginia Department of Emergency Management for the Community Emergency Response Team, is hereby accepted.

Section 2:- That \$40,420 in grant funds are hereby appropriated and authorized to be expended for the Community Emergency Response Team, according to the terms and conditions of the Community Preparedness Grant, if and when the funds are made available from the Virginia Department of Emergency Management.

Section 3:- That this ordinance shall be in effect from and after the date of its adoption.



COMMONWEALTH of VIRGINIA
Department of Emergency Management

JEFFREY D. STERN
State Coordinator

CURTIS C. BROWN
Chief Deputy Coordinator

BRETT A. BURDICK
Deputy Coordinator

10501 Trade Court
North Chesterfield, Virginia 23236-3713
(804) 897-6500
(TDD) 674-2417
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October 3, 2014

Mr. Marcus D. Jones
City Manager
Norfolk City
810 Union St, Suite 1101
Norfolk, VA 23510

RE: Grant FY 2014 – SHSP

Dear Mr. Jones:

The Virginia Department of Emergency Management (VDEM) is pleased to announce the allocation of the **2014 State Homeland Security Program Grant (SHSP) (CFDA # 97.067)** from the U.S. Department of Homeland Security (DHS) Federal Emergency Management Agency (FEMA). Appropriation authority for this program is *The Department of Homeland Security Appropriations Act, 2014 (Public Law 113-76)*. Your locality has been allocated funding for:

Project Title: CERT Equipment, Training, and Exercises

Federal Grant Allocation: \$ 40,420.00
Recipient's Required Cost Share/Match Amount: \$0
Total Project: \$ 40,420.00

The purpose of the State Homeland Security Program is to make grants to states to assist state and local governments in support of the implementation of State Homeland Security Strategies to address the identified planning, organization, equipment, training, and exercise needs to prevent, protect against, mitigate, respond to, and recover from acts of terrorism and other catastrophic events.

The FY 2014 SHSP plays an important role in the implementation of Presidential Policy Directive 8 (PPD-8) by supporting the development and sustainment of core capabilities. Core capabilities are essential for the execution of each of the five mission areas outlined in the National Preparedness Goal (NPG). The development and sustainment of these core capabilities are not

"Working to Protect People, Property and Our Communities"

exclusive to any single level of government or organization, but rather require the combined effort of the whole community.

The obligation period for this program is ***September 1, 2014, to March 31, 2016.*** Reimbursements may be requested for items procured during this period consistent with the project intent. As a reminder, organizations that spend more than \$500,000 in DHS funds during a fiscal year are subject to an independent audit per OMB circular A-133.

All projects must comply with Environmental and Historic Preservation (EHP) requirements. Sub-recipients must not obligate and/or expend any (federal and/or non-federal matching) funds on any project having the potential to impact environments planning and historical preservation resources without the prior approval of FEMA. A current EHP review evaluation form must be submitted as part of the VDEM application. For more information, please visit <http://www.vaemergency.gov/em-community/grants/> or contact your grant administrator.

All applicants are required to submit a completed VDEM grant package and the electronic grants on-line budget application. In order to complete the on-line budget, please follow these instructions:

Step 1: Please go on-line to the **eGMS Grants System** at <https://www.ttegms.com/virginia/login.cfm>. After logging in, you will see a welcome screen. Click on Grant Management and then click on Budget Application from the drop-down menu. Click the link of the project titled on page one of this letter to complete your on-line budget application.

Step 2: The remaining required forms are attached and can also be found on VDEM's website and in the eGMS. Below is a list of the documents that comprise the VDEM grant application package:

- Online Budget ([eGMS](#))
- POC [Form](#)
- EHP Evaluation [Form](#)
- Grant Assurances [Form](#)
- FEMA 20-16C [Form](#)
- SF-LLL – Certification Regarding Lobby [Form](#)

All successful applicants for all DHS grant and cooperative agreements are required to comply with DHS Standard Administrative Terms and Conditions available within Section 6.1.1 of <http://www.dhs.gov/xlibrary/assets/cfo-financial-management-policy-manual.pdf>. Upon approval of an application, the award will be made in the form of a grant. The date the approval of award is entered in the system is the "award date." Notification of award approval is made through the eGMS Grants System through an automatic e-mail to the sub-grantee point of contact listed in the initial application. Follow the directions in the notification to accept your award documents. The authorized grant official should carefully read the award package for

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Mr. Marcus D. Jones
October 3, 2014
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instructions on administering the grant and to learn more about the terms and conditions associated with responsibilities under federal awards.

In consideration of FEMA IB#379 and reduced period of performance, scope of work changes to projects will not be allowed within the FY2014 cycle. Should the project submitted and approved not be implemented contact your Grant Administrator as soon as possible to receive instructions.

Sub-grantees are obligated to submit progress reports as a condition of their award acceptance. Subgrantee Quarterly Reports must be submitted to the VDEM Grant Administrator on a quarterly basis through email and later through the eGMS System. The Subgrantee Quarterly Report must be based on the approved budget and any approved amendments. The Subgrantee Quarterly Report is available at <http://www.vaemergency.gov/em-community/grants/all-grant-forms>. Sub-grantees are required to report on progress towards implementing plans described in their application.

Within 30 days after the end of the period of performance sub-grantees must submit a final progress report detailing all accomplishments throughout the period of performance. After this report has been reviewed and approved by VDEM's Grant Office, a close-out notice will be completed to close out the grant. The notice will indicate the period of performance as closed, list any remaining funds that will be deobligated, and address the requirement of maintaining the grant records for five years from the date of the final report. The grantee is responsible for returning any funds that have been drawn down, but remain as unliquidated on grantee financial records.

Please review and sign the required documents and return them to the Grants Management Office by **November 3, 2014**. If you have any questions regarding this award, please contact Jocelyn Bagby at the VDEM Grants Management Office at (804) 897-9766.

Sincerely,



Jeffrey D. Stern

JDS/jb

cc: Mr. Scott Mahone, Deputy Emergency Management Coordinator



OMB Control#: 1660-0115
Expiration Date: 10/31/2013
FEMA Form: 024-0-1

DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
ENVIRONMENTAL AND HISTORIC PRESERVATION SCREENING FORM

Paperwork Burden Disclosure Notice

Public reporting burden for this form is estimated to average 8 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting the form. You are not required to respond to this collection of information unless it displays a valid OMB control number. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (1660- 0115) NOTE: Do not send your completed form to this address.

Completing the Screening Form:

This form must be attached to all project information sent to the Grant Programs Directorate (GPD) to initiate environmental and historic preservation (EHP) compliance review, per the National Environmental Policy Act (NEPA) and other EHP laws and executive orders. *There is no need to complete and submit this form if the grant scope is limited to planning, management and administration, classroom-based training, table-top exercises and functional exercises, or purchase of mobile and portable equipment where no installation needed.* Information Bulletin 345 (September 1, 2010) provides details on these activities. The form must be completed by someone with in-depth understanding of project details and location. Completion of this form does not conclude the EHP review process and FEMA may need to contact you for further information. Not providing requested information may result in funding release delays. This form is intended to be completed electronically. The following website provides a version of this form that is suitable for printing and completing by hand as well as additional guidance such as on how to make an aerial map: <http://www.fema.gov/plan/ehp/ehp-applicant-help.shtm#5>.

To check (X) a box (for example, ☐ Yes ☐ No), left double-click using your mouse and a Check Box Form Field Options box will appear, then under the Default Value, select Checked and press OK (see figure, right). To write in a text field (____), select the text field with your mouse and begin typing.

Submit completed form with necessary attachments to GPDEHPInfo@dhs.gov with the following information in the e-mail subject line: EHP Submission: Project Title, Subgrantee Name; Grant Award Number (Example, EHP Submission: Courthouse Camera Installation, Any Town, State, 12345).

Environmental and Historic Preservation Screening Form

Complete all of Section A, Section B, all of each portion(s) of Section C corresponding to checked blocks in Section B, and all of section D that apply to the project.

A. PROJECT INFORMATION (complete all)

DHS Grant Award Number: 97.067

Grant Program:SHSP

Fiscal Year:2014

Project Title:cert Equipment, Training & Exercises

Grantee (SAA):Marcus Jones

Sub grantee:Jim Redick

Grantee POC:Scott Mahone

Subgrantee POC:Scott Mahone

Mailing Address:810 Union Street, Norfolk, VA, 23510

Mailing Address:3661 E Virginia beach Blvd, Norfolk, VA, 23502

E-mail:marcus.jones@norfolk.gov

E-mail:scott.mahone@norfolk.gov

Dollar value of grant (if known): 40,420.00

B. PROJECT TYPE

Please check ALL the block(s) that best fit the scope of the project.

- X 1. Training and Exercises. Go to page 2. Complete all of Section C.1.
- X 2. Purchase of Equipment. Go to page 3. Complete all of Section C.2.
- ☐ 3. Physical security enhancements. Go to page 3. Complete all of Section C.3.
- ☐ 4. Renovations/upgrades/modifications to existing structures. Go to page 3. Complete all of Section C.4.
- ☐ 5. New construction/addition. Go to page 4. Complete all of Section C.5.
- X 6. Communication towers, related equipment, and equipment shelters. Go to page 5. Complete all of Section C.6.
- ☐ 7. Other. If your project does not match any of these categories, go to page 6. Complete Section C.7

The following information is required to initiate EHP review of the project. Based on the project's scope of work, determine which project type applies below and complete that section. For multi-component projects or those that may fit into multiple project types, complete the section that best applies and provide a complete project description. The project description should contain a brief summary of what specific action is proposed, where it is proposed, and how it will be implemented. If the project involves multiple locations, information for each must be provided. Attach additional pages, if needed.

Provide a complete project description: _____

C. PROJECT DETAILS

- 1. X Training and Exercises (check each that applies): ☐ Classroom-based ☐ Field-based
If the training is classroom and discussion-based only, and is not field-based, this form does not need to be completed and submitted. All other training must provide the following:
 - a. Describe the scope of the proposed training or exercise (purpose, frequency, materials,

Environmental and Historic Preservation Screening Form

and equipment needed, number of participants, and type of activities required)

(Attach additional pages, if needed):

- b. Will the field-based training take place at an existing facility having established procedures for that particular proposed training and exercise, and that conforms with existing land use designations (refer to Information Bulletin #329 (http://fema.dps.mo.gov/empg/IB%20329_20090902.pdf) for further information)? X Yes ☐ No

• If yes, please provide the name and location of the facility (physical training site address or latitude-longitude):

• If no, provide the location (physical project address or latitude-longitude) and a full description of the area where training will occur:

- c. Does the field-based training/exercise differ in any way (including, but not limited to frequency, amount of facilities/land used, materials or equipment used, number of participants, type of activities) from previously permitted training exercises and training practices? ☐ Yes X No

• If yes, explain any differences between the proposed activity and those that were approved in the past, and the reason(s) for the change in scope:

- d. Will any equipment or structures need to be installed to facilitate training? X Yes ☐ No

• If yes, explain how and where this is proposed to be done (include site-specific color photographs:

2. X Purchase of equipment (If the entire project is limited to purchase of mobile/portable equipment and there is no installation needed, you do not need to complete and submit this form.)

a. Specify what equipment, and the quantity:

b. Provide AEL number(s) (if known):

c. Will this equipment be installed? ☐ Yes ☐ No

• If Yes, go to page 6. Complete Section D.

3. ☐ Physical security enhancements and or installations (for example: installation of back-up generators, fencing, cameras, building/room access control, bollards, motion detection systems, x-ray machines, and lighting).

a. Describe what, how, and where improvement(s)/installation(s) will occur in/on the facility/building/structure: N/A

b. Provide project location (physical project address and latitude-longitude):

c. Will the new equipment/improvements use the existing power supply systems? ☐ Yes ☐ No

• If no, describe new power source and installation (such as utility trenching):

d. If generator installation, please state the capacity (KW):

• If a separate fuel tank is also included, describe if it is to be installed above or below ground, and its capacity (gallons):

e. Go to Page 6. Provide additional project details in Section D.

Environmental and Historic Preservation Screening Form

4. ☐ Renovations/upgrades/modifications to existing structures.

- a. Provide detailed description of modifications:..... N/A
- b. Provide project location (physical project address and latitude-longitude):
- c. Will any equipment need to be installed? ☐ Yes ☐ No
- If yes, please note in Section 2, (purchase of equipment).
- f. Go to Page 6. Provide additional project details in Section D.

5. ☐ New construction/addition (for example: emergency operations centers, docks, piers, security guardhouse).

- a. Provide detailed scope of work (site acreage, new facility square footage/number of stories, utilities, parking, stormwater features, etc): N/A
- b. Provide project location (physical project address or latitude-longitude):
- c. Will any equipment need to be installed? ☐ Yes ☐ No
- If yes, please note in Section 2 (purchase of equipment).
- d. Will the new building/facility/renovations use existing utilities? ☐ Yes ☐ No
- If no, describe installation of new utilities in (a) above (including trenching):
- e. Go to Page 6. Provide additional project details in Section D.

6. ☐ Communication towers, related equipment, and equipment shelters

- a. Provide a detailed description of the project..... N/A
- b. Provide project location (physical project address or latitude-longitude):
- c. Provide the elevation above mean sea level of the project location:
- d. For projects involving antenna(s) installations on existing towers:
- Provide the height of the existing tower:
 - The height of the tower following the installation of the new antenna(s):
- e. For new tower projects, state the total height (in feet) of the communication tower or structure including any antennae to be mounted:
- If the proposed tower height is greater than 199 feet above ground level, state why this is needed to meet the requirements of the project:
 - Will the tower be free-standing or require guy wires? ☐ Free standing ☐ Guy wires
 - If guy wires are required, state number of bands and how many:
 - State why a guyed tower is needed to meet the requirements of this project:
 - What kind of lighting will be installed, if any (for example: white strobe, red strobe, or steady burning?):
- f. A general description of terrain (For example: mountainous, rolling hills, flat to

Environmental and Historic Preservation Screening Form

undulating):

g. Describe the frequency and seasonality of fog/low cloud cover:

- h. Provide a list of habitat types and land use on and adjacent to the tower site (within ½ mile), by acreage and percentage of total (e.g., woodland conifer forest, grassland, agriculture) waterbody, marsh):
- i. Is there evidence of bird roosts or rookeries present within ½-mile of the proposed site? ☐ Yes ☐ No
- a. If yes, describe:
- Distance to nearest wetland area (for example: forested swamp, marsh, riparian, marine) and coastline if applicable:
- i. Distance to nearest telecommunication tower:
- j. Have measures been incorporated for minimizing impacts to migratory birds? ☐ Yes ☐ No
- If yes, describe:
- k. Has an FCC registration been obtained for this tower? ☐ Yes ☐ No
- If yes, provide Registration #:
- l. Has the FCC E106 process been completed? ☐ Yes ☐ No
- m. Has the FCC Tower Construction Notification System (TCNS) process been completed? ☐ Yes ☐ No
- If yes, attach all relevant environmental documentation submitted as part of the registration process including use of the Tower Construction Notification System (TCNS), if applicable. FRN#
- n. Will any equipment or structures need to be installed? ☐ Yes ☐ No
- If yes, explain what type how and where this is proposed to be done (*attach additional pages, if pages needed*):
- o. Will equipment be co-located on existing FCC licensed tower or other structure? ☐ Yes ☐ No
- If yes, identify the type of structure:
- p. Go to Page 6. Provide additional project details in Section D.

7. ☐ Other. For any project that does not fit a category listed above, please provide a thorough summary of the proposed action and location. Include as much detail as necessary to ensure someone not personally familiar with the project is able to conduct an EHP review.

- a. Project Summary: N/A
- b. Provide additional project details in Section D.

D. OTHER PROJECT RELATED INFORMATION (complete all that apply)

Environmental and Historic Preservation Screening Form

The following website may provide some additional EHP related guidance and resources to help complete this section <http://www.fema.gov/plan/ehp/ehp-applicant-help.shtm#5>.

1. If work is proposed on/in an existing building(s) or structure(s) provide the year built: N/A
 - If the building or structure involved is over 45 years old and significant renovation, rehabilitation, or modification has occurred, please provide the year(s) and briefly describe the nature of remodeling:
2. If the project affects the exterior of the building, are there any known buildings and/or structures that are 45 years or older in the immediate project area? ☐ Yes X No/NA
 - If yes, please provide the location, ground-level color photos of these, and identify their location(s) on the aerial map.
3. Is the building or structure on which work is proposed a historic property or in a historic district, or are there any adjacent historic properties? ☐ Yes X No
 - Information about historic properties may be found on the National Register of Historic Places at <http://nrhp.focus.nps.gov/natreghome.do?searchtype=natreghome> or the respective State Historic Preservation Office may have information on their website.
4. Will ground disturbance be required to complete the project? ☐ Yes X No
 - If yes, provide total extent (depth, length and width) of each unique ground disturbing activity. Light poles, bollards and fencing are each unique ground disturbing activities (For example, six light poles, 24" dia. x 4' deep; trenching 12" x 500' x 18" deep):
5. Has the ground been previously disturbed? ☐ Yes X No
 - If yes, please describe the current disturbed condition of the area (for example, parking lot, roadway right-of-way, commercial development):
6. Are there technical drawings or site plans available, if yes please attach. ☐ Yes X No
7. Attach color site photographs:
 - Ground-level color site photos that provide context and show where site work/physical installations are proposed (label photos),
 - Ground-level color photographs of each side of the building involved.
 - Aerial color photograph with project limits outlined and with the location of any proposed installations identified.
 - Aerial color photograph(s) showing all ground disturbing activities (if applicable).
8. Is the project part of an approved plan such as a Master Plan or an Implementation Plan or any larger action/project? ☐ Yes X No
 - If yes, provide the plan/project name and brief description:
9. Is there any *previously* completed environmental documentation for this project (for example: Environmental Impact Statement, Environmental Assessment, wetland delineation, archaeological study)? ☐ Yes X No
 - If yes, please attach documentation. If a NEPA document, what was the decision? (*Check one, and please attach*):
 - ☐ Finding of No Significant Impact (FONSI) or
 - ☐ Record of Decision (ROD)
 - Name of preparing agency:
 - Date approved:

Environmental and Historic Preservation Screening Form

10. Is there any *previously* completed agency coordination for this project (for example correspondence with the U.S. Fish and Wildlife Service, State Historic Preservation Office (SHPO), Tribal Historic Preservation Office (THPO), or permitting agencies? ☐ Yes X No

- If yes, please attach documentation unless included in NEPA documentation identified above.

11. Provide FEMA Flood Insurance Rate Map (FIRM), with project limits outlined. FIRM maps can be created from: <http://www.fema.gov/hazard/map/firm.shtm>

12. Provide U.S. Fish and Wildlife Service, National Wetlands Inventory (NWI) Map created from: <http://www.fws.gov/wetlands/Data/Mapper.html>

Filename: DC31AF0F
Directory: C:\Documents and Settings\smahone\Local
Settings\Temporary Internet Files\Content.MSO
Template: C:\Documents and Settings\smahone\Application
Data\Microsoft\Templates\Normal.dot
Title: ENVIRONMENTAL SCREENING FORM
Subject:
Author: FEMA Employee
Keywords:
Comments:
Creation Date: 8/31/2011 1:22:00 PM
Change Number: 2
Last Saved On: 8/31/2011 1:22:00 PM
Last Saved By: debbiefoutz
Total Editing Time: 4 Minutes
Last Printed On: 10/20/2014 11:52:00 AM
As of Last Complete Printing
Number of Pages: 7
Number of Words: 2,671 (approx.)
Number of Characters: 15,228 (approx.)

Virginia Department of Emergency Management Project Proposal Form

Applicant Contact Information

Last Name	Mahone		
First Name	Scott		
Position Title	Deputy Emergency Management Coordinator		
Agency	Office of Emergency Preparedness & Response		
Locality	City of Norfolk		
Phone Work	757-441-5619	Phone Mobile	757-376-8803
Email	Scott.mahone@norfolk.gov		
Grant Type	Homeland Security Grant Program		
SHSGP Investment Area	Drop down box-Choose area		

Grant Proposal Information

Identify and Describe the Applicant Region (name the localities, agencies, partners, etc. to include population, sq. miles, population density, any population influx due to tourism, education, or other attractions, regional governance, and other factors.)

Applicant Region Description

Norfolk, Virginia is a city of some **242,803 residents**, encompasses **66 square miles** and has more than **100 diverse neighborhoods**. It is the cultural, educational, business and medical center of Hampton Roads, hosts the world's largest naval base, the region's international airport and is one of the busiest international ports on the East Coast of the United States.

The city is undergoing a successful renewal, including new office, retail, entertainment and hotel construction downtown, new residential development along the rivers and bay front, and revitalization projects in many of its neighborhoods. Norfolk has added thousands of new residents to its downtown – turning it into a vibrant, lively place to live, visit or work. A light rail route runs through the heart of downtown since the Spring 2011.

Founded in 1682, Norfolk grew up on the water, and its miles of lake, river and bay front are central to many of its neighborhoods. The city's popular logo, an elegant young mermaid, which can be spotted in outdoor sites from Downtown to Ocean View, symbolizes 300 years of maritime and naval heritage and its modern reputation as a city on the move.

Attractions such as the battleship U.S.S. Wisconsin, a salute to the city's long-standing relationship with the Navy, Nauticus, the Hampton Roads Naval Museum, and the new Cruise and Celebration Center dot Norfolk's easily-walked downtown waterfront. Here, tugboats and visiting cruise ships share the waters with sailboats and merchant ships. The waterfront is also home to Town Point Park, a recently refurbished green space that houses summer festivals, fountains, walkways, and tributes to the City's naval history. Other treasures, including The Chrysler Museum, Norfolk Botanical Garden and the Virginia Zoological Park are close by.

Norfolk is home to the Port Authority, Norfolk-Southern Railway, The Virginia Symphony, Old Dominion University, Eastern Virginia Medical School, Norfolk State University, Tides baseball, the Admirals hockey team, state of the art research facilities, shipping companies and an exuberant arts and cultural community.

Virginia Department of Emergency Management Project Proposal Form

The City of Norfolk is surrounded by water on three sides, with the Elizabeth River separating the Southside of Norfolk with two bridges. The Southside of Norfolk has five separate communities, and according to the 2010 census, has a household population of 7,246. This does not include the numerous business and companies prospering in the area.

Select the VDEM region your locality is in and/or designate if you are applying on behalf of a state agency. If you do not know it, leave it blank.

VDEM Region Description	Drop down box-Choose region: Region 5 Tidewater
State	List State Agency if it applies

Enter the name of the proposal: Example - "Cyber Shield Purchase to Reduce Risk to Transportation Control Systems"

Proposal Title

Please provide a summary of your project in 100 words or less.

Proposal Description

This project will provide funds to support two major concerns. The first concern is training for our volunteer groups, such as CERT, MRC, Norfolk CART and Amateur Radio. The City of Norfolk will continue to cross train its volunteers groups and we will also be organizing our first CART team to support an additional pet shelter in the city.. Our second concern is equipment for these volunteers and the Norfolk employees working during such a disaster. This funding will go towards the purchasing of the EWA Phoenix 'suitcase' systems to be placed in our shelter, and additional small trailer and supplies to be positioned at our second pet shelter site, purchase a customize app with Deploy Pro, to track not only our volunteers but the surrounding cities volunteers groups, additional supplies for the second, CERT kits and supplies, and educational material for classes. Funding will also go towards the cost of overtime for our instructors, training exercises among Norfolk's group and with regional CERT teams, and outreach material for volunteers to share with the community.

Risk Characterization

Describe the threat in the applicant region. Explain the proposal's nexus to terrorism, gangs, violent criminal activity. Example: FBI reports that a state sponsored hacker is attempting to break into computers controlling transportation systems.

Virginia Department of Emergency Management Project Proposal Form

Threat

From The Virginia Fusion Center, dated March 2014 In the Latest Edition of *INSPIRE* Magazine; Al Qaeda propaganda magazine.

INSPIRE indicates that the primary target is the United States, followed by the United Kingdom, France and then other "crusader countries". The general targets listed are heavily populated places such as sporting events, election campaigns, festivals and other outdoor gatherings. The magazine indicates that it is important to target individuals and not buildings. Different than *INSPIRE* editions in the past, this issue specifically mentions the **Northern Virginia and Hampton Roads** areas as well as **Washington D.C, New York, Chicago and Los Angeles**. **Northern Virginia** has a robust military presence as well as numerous federal agencies such as Department of Defense (DOD) and the Central Intelligence Agency (CIA). This edition also highlights the importance of the **Hampton Roads** region, which has an extensive military presence. Hampton Roads is also the site of the region's main seaport. *INSPIRE* indicates that **Virginia** in general is a tourist attraction

Describe the vulnerability that this proposal addresses, example: transportation control systems are susceptible to cyber attack from external threat.

Vulnerability

Based on this information, The Office of Emergency Preparedness and Response conducted a Vehicle-Borne Improvised Explosive Device (i.e. car bomb) TTX for the annual City manager exercise, instead of our Hurricane Preparedness, On April 18th, 2014. We presented a case on the vulnerability of the city to such a disaster and what would happen to our city if this happen during one of our festivals at Town Point Park. We visited all aspects of departments and personnel and to see how we would fare. We looked at Public Safety Agencies, volunteers, Cities of Norfolk and Portsmouth, private & public groups affected, and how all citizens are would also be affected. Norfolk has a population of 242,803 residents, and because of this article in Inspire magazine, not only are we vulnerable, but we are now a valued target. Also, we need to mention the threat of sea level rising. We are number two in country, just behind New Orleans, as the city with the highest seal level threat. We must prepare our citizens for evacuations if either case presents itself

Describe the consequences of not funding the project; Example - The region conducted a cyber risk assessment and determined that an attack on one or more transportation control systems would cost the region \$800 million in damage and the economy. In addition there would be significant dread from public not accustomed to this type of event.

Consequence

The City of Norfolk must look at terrorism and how to plan and prepare for the possibility of it occurring here. We do this thru training our Public Safety groups, but also training our volunteer groups, such as CERT, MRC, and Amateur Radio. But we must also train all of our departments, especially Human Services who play the lead role in our sheltering of citizens. The consequences of not training our volunteers and departments would leave our citizens vulnerable and could deeply hurt the city's chances of a quick recovery from such an attack

Explain how this proposal will reduce the risk. Example - The purchase of proposed equipment and associated training prevents the threat from gaining access to the transportation control system.

Proposal Necessity

Virginia Department of Emergency Management Project Proposal Form

The implementation of this proposal is necessary because the City of Norfolk will need to be prepared for either a terrorist attack or natural disaster to our city. We need to train our city employees and volunteers to work in an evacuation setting and also a sheltering in place capacity. By purchasing the equipment and doing the needed training, our city would become more proactive in this threat. Norfolk is a incredible important city regarding evacuations out of the are. Other cities and the Outer Banks will attempt to get out through the Hampton Roads Bridge Tunnel, and if they don't make it though, then they become the responsibility of the City. We must have well trained volunteers and employees to handle this threat and the ones to come

Describe the overall results that the project is expected to accomplish both in qualitative and quantitative terms and who will conduct that evaluation.

Results Evaluation

Our program can be evaluated in several ways:

- The testing of the equipment purchased in a regional or city exercise/drill
- The enrollment of CERT, MRC and Amateur radio volunteers

The preparedness of our citizens as they come into our shelters, and/or the number of citizens that come to the presentations we continuously make it the neighborhoods

Explain how the proposal will be managed; how contracts will be managed; how will accountability to timelines and grant rules be monitored and deficiencies corrected.

Project

The city's emergency sheltering and operational plans fall under the Department of Emergency Preparedness and Response, which is overseen by the city manager, Marcus D. Jones, and managed by Jim Redick. As the director of the department, Jim Redick will oversee the project and Scott Mahone, Deputy Emergency Management Coordinator, will oversee the contracts and ensure all reports are completed prior to the start of Hurricane Season in June 1st. Mahone will also ensure that the department director will receive status updates on the project and set an appropriate timeline for all work and assessments to be completed. Norfolk has a strong LEPC, and advice and suggestions will be taken from our partners prior to and during the work to ensure everything is accurate. In addition, assisting our department with monitoring activities of the grant will be the city's Office of Budget and Grants Management and the Department of Finance.

List items to be purchased, estimated cost and total funding requested.

Budget Request

Item	Estimated Cost	Estimated Source
6 Phoenix "suitcases"	11,200.	EWA Phoenix
Phoenix 'identifiers/tags'	120	EWA Phoenix
4 800 MHZ Radios	8,000.	Motorola

Virginia Department of Emergency Management Project Proposal Form

5x8 ft Cargo trailer	2,100.	Superior trailer
Additional Pet Supplies	1,200	Additional Pet Supplies
CERT/Volunteer App	6,000.	Deploy Pro
CERT Kits & supplies	4,600	ProPac
Overtime for Instructors	3,000	
Training & Educational material	2,500	
Regional Training exercises	1,200	
Outreach materials for Volunteers	500.	
Total	40,420.	

Describe the plan for sustaining this project. Explain how equipment, licenses, training and other features will be maintained and upgraded past the life of the grant.

Sustainment

Once the equipment is purchased and test, each department will be responsible for its up keep. Department of Human Services will be response for the Phoenix suitcases and identifiers, and this equipment will be apart of their budget for up keep. The trailer, although it will be register to the Office of Emergency Management, will be taken care of by our Fleet Management Department. The CART and CERT kits/supplies, CERT App will be manage by this office, as well the financial aspects of the grant. There are an unlimited number of members from the Hampton Roads cities CERT teams that can receive this app, and the members will be responsible for any additional changes or annual fee.

Break down the requested amount by POETE elements. Estimate the sustainment cost from FY15 through FY18 (this estimate is for planning purposes only and should not be included in the amount being requested to fund the project).

Requested Amount (FY 15)- FY 14 Grant Program		Sustain Capability Estimate			
		FY16	FY17	FY18	FY19
Planning	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Organization	<input type="text"/> 6.,500.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Equipment	<input type="text"/> 27,000.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Training	<input type="text"/> 6,700.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Virginia Department of Emergency Management Project Proposal Form

Exercise

Does this proposal contribute to "law enforcement terrorism prevention-oriented planning, organization, training, exercise, or equipment activities? Indicate "Yes" or "No"

Drop Down Box—Yes or No

If you selected "Yes", explain how it contributes below and what percentage of the requested funding contributes.

Law Enforcement Explanation

The Neighborhood Watch is a full partner in the Citizen Corps Program.

Preparedness information in the area of law enforcement is included in CERT and MRC activities. We are also working with our Crime Prevention Unit in promoting CERT and Business & Community Watch. We participate yearly in Crime Prevention's "National Night Out" Parade. Crime Prevention Officers have participated in CERT presentation and displays when we address the community. Norfolk's Emergency Operation Plan incorporates the resources of Norfolk's Citizen's Corp Council, Norfolk CERT, Norfolk's MRC, and our Neighborhood Watch Program. In the event of a medical surge or disaster, CERT teams and our Neighborhood Watch program under the guidance of Norfolk Police, will assist in the distribution of medical supplies and medical information. These programs working together provide a wide range of commitment to our citizens. They can provide this assistance prior to, during, and after an emergency.

Does this proposal contribute to development and operation of fusion centers? Indicate "Yes" or "No"

Drop Down Box—Yes or No

If you selected "Yes", explain how it contributes below.

Fusion Center Explanation

NO

Does this proposal have a communications component; however, is not the primary basis of the project? For example: the project is mainly for EOC upgrades; however, several radios' (portable and fixed) will be purchased. Indicate "Yes" or "No"

Drop Down Box—Yes or No

If you selected "Yes", list the type of radios you will be purchasing below.

Communications Component Explanation

ASTRO Digital XTS 1500 Model 1.5 764-870MHZ 1-3W 256 Channel (display) ENH: TRUNKING 9600 BAUD --by Motorola.** This is the same type our Radio lab purchases for Public Safety Units

Virginia Department of Emergency Management Project Proposal Form

Describe what will happen each quarter from start to completion, 1st quarter is December 2014 – March 2014. Project plan should only be 12 months – 18 months.

Project Plan

First Quarter: The grant is approved by the state and city, and funding is secured.

Second Quarter: Purchase the equipment and app. Test the equipment and apps and then conduct one of our exercises with the equipment and CERT app.

Third Quarter: Purchase the remaining of our equipment and conduct another exercise with the Hampton Roads regional CERT teams.

Fourth Quarter: Evaluate both projects.

State Priorities

Indicate which State priorities this proposal supports by selecting one or more below.

- ☒ **x State Priority 1:** Strengthen medical surge capability for situations that overwhelm local resources (and situations where external resources are not yet available).
- ☐ **x State Priority 2:** Enhance capability to effectively respond to Chemical, Biological Radiological, Nuclear and Explosive in a coordinated effort to protect the public.
- ☐ **x State Priority 3:** Improve communications (operable and interoperable) to align with the State Communications Interoperability Plan and ensure active participation by all relevant stakeholders
- ☐ **State Priority 4:** Develop an information sharing system that includes federal, state, local, volunteer and private partners in support of a comprehensive Common Operating Picture for emergency management proposals.
- ☐ **X State Priority 5:** Take all actions possible to prevent terrorist acts against the people and infrastructure of the Commonwealth.
- ☐ **State Priority 6:** Develop an intelligence-driven policing model that incorporates local, state, federal, private and public stakeholders.
- ☐ **State Priority 7:** Support Virginia institutions of learning as they undertake an all-hazards approach to disaster management.
- ☐ **X State Priority 8:** Increase the number of Virginians who are prepared for natural and human-caused emergencies.
- ☐ **X State Priority 9:** Provide homeland security (Homeland Security Exercise and Evaluation Program) compliant training, education, exercises and professional development opportunities for responders.
- ☐ **State Priority 10:** Enhance Critical Infrastructure and Key Resources protection and resiliency to ensure that government missions, state services and economic functions are maintained.
- ☐ **X State Priority 11:** Continue promoting National Incident Management System compliance for homeland security initiatives in the Commonwealth of Virginia.
- ☐ **X State Priority 12:** Continue development and enhancements of mass care capability to facilitate statewide preparedness and response for all-hazard events.
- ☐ **State Priority 13:** Continue to enhance catastrophic evacuation and reentry planning (leveraging and continuing the efforts of Hampton Roads and the National Capital Region).

Virginia Department of Emergency Management Project Proposal Form

- ☐ **State Priority 14:** Enhance ability to inform citizens prior to and during times of emergency.
- ☒ **State Priority 15:** Enhance inter/intra-state collaboration to respond to natural and human-caused emergencies.

Identify any other potential sources of funding for this project. (other grants, direct aid, local funds, etc.)

Other Funding Sources

N/A

Break down any required local match funding by POETE element and identify the source.

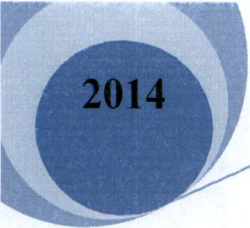
Match Funding Source

Planning	
Organization	
Equipment	
Training	
Exercise	

Certification: I understand that:

- ☐ Applicant understands that no project can be started (federal and/or matching funds) having the potential to impact Environmental or Historical Preservation (EHP) resources without the prior approval of FEMA, including but not limited to communications towers, physical security enhancements, new construction, and modifications to buildings, structures and objects that are 50 years old or greater. Applicant must comply with all conditions placed on the project as the result of the EHP review. Any change to the approved project scope of work will require re-evaluation for compliance with these EHP requirements. Any activities that have been initiated without the necessary EHP review and approval will result in a non-compliance finding and will not be eligible for FEMA funding.
- ☐ In accordance with HSPD-5, the adoption of the National Incident Management System (NIMS) is a requirement to receive Federal preparedness assistance through grants, contracts, and other activities. By submitting this project proposal you and all participating entities are certifying that your locality/state agency is NIMS compliant.
- ☐ Submission of the project proposal does not guarantee funding.
- ☐ Any projects allocated funds will be required to complete a grant application, check all purchases against the Allowable Equipment Lists (www.rkb.us), and follow the administrative guidelines as found on www.vaemergency.com/grants/forms/

Please e-mail any supporting documents for your application to **VAHSGP@odu.edu**. Include the project manager name, project name and proposal ID provided on the exit screen after clicking the submit button.



Virginia Department of Emergency Management
Project Proposal Form

Commonwealth of Virginia Grant Application



Virginia Department of Emergency Management

Grants Management Office

Phone: 804-897-6500

10501 Trade Court

Fax: 804-897-6613

Richmond, VA 23236-3713

2014-

Federal
Program and

CFDA #:

97.067

Sub-Grantee

Organization Type (Check Applicable Box)

Subgrantee (Jurisdiction Legal Name):

City of Norfolk

Sub-recipient (Agency Name):

Legal Address:

810 Union Street

Norfolk, VA. 23510

EIN #:

DUNS #:

State Agency ☐

City/County ☒

College ☐

Airport ☐

Authority ☐

Planning District ☐

Other: (Please specify) ☐

Project Title: CERT Equipment, Training and Exercises

Total Dollar Amount Requested: \$ 40,420.00

Please Provide all Signatures (as applicable)

By signing this application, I certify (1) to the statements contained in the list of certifications; (2) that the statements herein are true, complete and accurate to the best of my knowledge; and (3) that if awarded I will not undergo any obligations until I have received approval or clearance for any Environmental Historical Preservation (EHP) requirements. (4) that the below representatives are authorized to submit grant management requirements both paper and electronic to VDEM and VDEM's grant management system. I also provide the required assurances and agree to comply with any resulting terms if I obtain an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.

* City Manager, County Administrator, State Agency Head, Executive Director,

Contact Information	Chief Administrative Officer *	Project Manager		Financial Officer	
Choose one		Primary Contact	Secondary Contact	Primary Contact	Secondary Contact
Name:	Marcus Jones	James Redick		Scott Mahone	
Title:	City Manager	Director, Emergency Preparedness		Deputy Emergency Management Coordinator	
Organization:	City of Norfolk	City of Norfolk		City of Norfolk	
E-mail:	marcus.jones@norfolk.gov	james.redick@norfolk.gov		scott.mahone@norfolk.gov	
Telephone:	757-664-4240	757-441-5619		74	
Fax:	757-664-4239	757-455-0752		757-455-0752	
Address:	810 Union Street Norfolk, VA. 23510	3661 E Virginia Beach Blvd Norfolk, VA. 23502		3661 E Virginia Beach Blvd Norfolk, VA. 23502	

Marcus Jones

City Manager

10/21/14

* Chief Administrative Officer

Title

Date

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

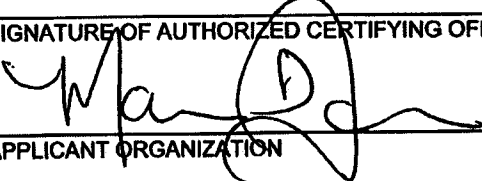
As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation

Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 		TITLE City Manager	
APPLICANT ORGANIZATION City of Norfolk		DATE SUBMITTED October 20, 2014	

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the modification of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- (3) The undersigned shall require that the language of the certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. The certification is a material representation of the fact on which reliance was placed when this transaction was made or entered into. Submission of the certification is a prerequisite for making or entering into the transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned state, to the best of his or her knowledge and belief, that:

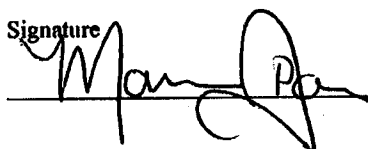
If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instruction. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Applicant's Organization

Printed name and title of authorized representation

Marcus Jones City Manager

Signature



Date

10/21/14

DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY

O.M.B. No. 1660-0025
Expires August 31, 2011

**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND
OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to average 1.7 hours per response. The burden estimate includes the time for reviewing instructions and searching existing data sources, gathering and maintaining the data needed and completing, and submitting the form. You are not required to respond to this collection of information unless a valid OMB control number appears in the upper right corner of this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (1660-0001). NOTE: Do not send your completed form to this address.

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 44 CFR Part 16, "New Restrictions on Lobbying" and 28 CFR Part 17, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grantees)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Federal Emergency Management Agency (FEMA) determines to award the transaction, grant, or cooperative agreement.

1. LOBBYING

As required by section 1362, Title 31 of the U.S. Code, and implemented at 44 CFR Part 16, for persons entering into a grant or cooperative agreement over \$ 100,000, as defined at 44 CFR Part 16, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement.

(b) If any other funds than Federal appropriated funds have been paid or will be paid to any other person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or an employee of Congress, or employee of a member of Congress in connection with this Federal Grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

☐ Standard Form-LLL, "Disclosure of Lobbying Activities" attached
(This form must be attached to certification if nonappropriated funds are to be used to influence activities.)

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 44 CFR Part 67, for prospective participants in primary covered transactions, as defined at 44 CFR Part 17, Section 17.610-A.

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of a or had a civilian judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or perform a public a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause of default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

**3. DRUG-FREE WORKPLACE
(GRANTEE OTHER THAN INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 44 CFR Part 17, Subpart F, for grantees, as defined at 44 CFR Part 17.616 and 17.620-

A. The applicant certifies that it will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug free awareness program to inform employees about-

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant to be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will-

(1) Abide by the term of the statement; and

(2) Notify the employee in writing of his or her conviction for a violation of a criminal drug statute occurring on the workplace no later than five calendar days after such convictions;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position, title, to the applicable FEMA awarding office, i.e., regional office or FEMA office.

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is convicted-

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation act of 1973, as amended; or

(2) Requiring such an employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, City, County, State, Zip code)

Norfolk EOC

3661 E Virginia Beach Blvd

Norfolk, VA. 23502

Check ☐ If there are workplaces on file that are not identified here.

Sections 17.630 of the regulations provide that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for FEMA funding. States and State agencies may elect to use a state wide certification.



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1. RECIPIENT NAME AND ADDRESS (Including Zip Code)

Norfolk City
810 Union St, Suite 1101
Norfolk, VA 23510

4. AWARD NAME: 2014 State Homeland Security Program

5. PROJECT PERIOD: FROM 09/01/2014 TO 03/31/2016

BUDGET PERIOD: FROM 09/01/2014 TO 03/31/2016

6. AWARD DATE: November 6, 2014

2. GRANTEE IRS/VENDOR NO.

54-6001455

7. TOTAL AMOUNT OF THIS AWARD \$40,420.00

8. FEDERAL AMOUNT OF THIS AWARD \$40,420.00

9. RECIPIENT NON-FEDERAL COST SHARE REQUIREMENT
\$0.00

3. PROJECT TITLE
Citizen Preparedness

10. SPECIAL CONDITIONS
THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE
ATTACHED PAGE(S).

11. STATUTORY AUTHORITY FOR GRANT

The project is supported under *The Department of Homeland Security Appropriations Act, 2014 (Public Law 113-76)*

12. METHOD OF PAYMENT
Commonwealth of Virginia Accounting System

AGENCY APPROVAL

13. TYPED NAME AND TITLE OF APPROVING VDEM OFFICIAL

Jeffrey D. Stern
State Coordinator

GRANTEE ACCEPTANCE

14. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE
OFFICIAL

Marcus D. Jones
City Manager

15. SIGNATURE OF APPROVING VDEM OFFICIAL

Jeffrey D. Stern

16. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL

Marcus D. Jones

16A. DATE

12/2/14



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Award Name: 2014 State Homeland Security Program Grant Award Date: November 6, 2014

SPECIAL CONDITIONS

1. The grantee and any subgrantee shall comply with the most recent version of the Administrative Requirements, Cost Principles, and Audit Requirements. A non-exclusive list of regulations commonly applicable to DHS grants are listed below:
 - A. Administrative Requirements
 1. 44 CFR Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments
 2. 2 CFR Part 215, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations (OMB Circular A-110)
 3. Virginia Department of Emergency Management Sub-grantee Administrative Guide
 - B. Cost Principles
 1. 2 CFR Part 225, Cost Principles for State, Local and Indian Tribal Governments (OMB Circular A-87)
 2. 2 CFR Part 220, Cost Principles for Educational Institutions (OMB Circular A-21)
 3. 2 CFR Part 230, Cost Principles for Non-Profit Organizations (OMB Circular A-122)
 4. Federal Acquisition Regulations (FAR), Part 31.2 Contract Cost Principles and Procedures, Contracts with Commercial Organizations
 - C. Audit Requirements
 1. OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations
2. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of FEMA.
3. The recipient must submit a Quarterly Progress Report. Failure to provide this information may result in VDEM withholding grant funds from further obligation and expenditure. Reports are due on January 15, April 15, July 15, and October 15. A report must be submitted for every quarter of the period of performance, including partial calendar quarters, as well as for periods where no grant activity occurs. Future awards and fund draw downs may be withheld, if these reports are delinquent. The final Progress Report is due 90 days after the end date of the performance period.
4. In the event VDEM determines that changes are necessary to the award document after an award has been made, including changes to period of performance or terms and conditions, recipients will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate recipient acceptance of the changes to the award.



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Award Name: 2014 State Homeland Security Program Grant Award Date: November 6, 2014

5. The recipient shall **not** undertake (obligate/expend federal and/or matching funds) any project having the potential to impact Environmental or Historical Preservation (EHP) resources without the prior approval of FEMA, including but not limited to communications towers, physical security enhancements, new construction, and modifications to buildings, structures, and objects that are 50 years old or greater. Recipient **must** comply with all conditions placed on the project as the result of the EHP review. Any change to the approved project scope of work will require re-evaluation for compliance with these EHP requirements. If ground disturbing activities occur during project implementation, the recipient must ensure monitoring of ground disturbance, and if any potential archeological resources are discovered, the recipient will immediately cease construction in that area and notify FEMA and the appropriate State Historic Preservation Office. Any construction activities that have been initiated without the necessary EHP review and approval will result in a non-compliance finding and will **not** be eligible for FEMA funding.
6. The recipient agrees that federal funds under this award will be used to supplement, but not supplant, state or local funds for homeland security preparedness.
7. The recipient agrees that the use of funds under this grant will be in accordance with the Fiscal Year 2014 Guidelines and must support the goals and objectives included in the State Homeland Security Strategy.
8. The recipient agrees that all publications created with funding under this grant shall prominently contain the following statement: "This document was prepared under a grant from FEMA's Grant Programs Directorate, U.S. Department of Homeland Security. Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of FEMA's Grant Programs Directorate or the U.S. Department of Homeland Security."
9. The recipient agrees that, when practicable, any equipment purchased with grant funding shall be prominently marked as follows: "Purchased with funds provided by the U.S. Department of Homeland Security."
10. The recipient agrees to cooperate with any assessments, national evaluation efforts, or information or data collection requests, including, but limited to, the provision of any information required for the assessment or evaluation of any activities within this project.



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11. National Incident Management System Implementation Compliance

In accordance with HSPD-5, the adoption of the NIMS is a requirement to receive federal preparedness assistance through grants, contracts, and other activities. No federal funds will be released to the primary grantee and any other entity participating and benefiting in this project if this requirement has not been met. In the event of a Corrective Action Plan submitted, VDEM/SAA will determine if the sub-grantee(s) has (have) made sufficient progress to disburse funds.

12. All conferences and workshops using federal preparedness funds must pertain to the project being funded. The recipient agrees to submit a Trip Report when using federal funds to attend a conference or workshop. The Trip Report template can be found at www.vaemergency.gov under Grant Information. These reports must be remitted with your request for reimbursement. Failure to do so will result in a delay of payment until received.

13. Recipients agree that under program guidelines, travel expenses are allowable for approved training, planning, administrative, and exercise activities following local, state, and federal guidelines. Prior to traveling for these activities outside of contiguous United States (OCONUS) as well as to Canada and Mexico, preapproval is required by the state and FEMA through the SAA office.

Please reference 2 CFR 225, App. A, C.1.a, in regard to reasonableness when considering requests for travel of this type. Where applicable, you should also reference the following regarding travel: the Western Hemisphere Travel Initiative (http://www.dhs.gov/files/programs/gc_1200693579776.shtm).